



**Minnesota Pollution  
Control Agency**

520 Lafayette Road North  
St. Paul, MN 55155-4194

# MS4 SWPPP Application for Reauthorization

for the NPDES/SDS General Small Municipal Separate  
Storm Sewer System (MS4) Permit MNR040000  
reissued with an effective date of August 1, 2013  
Stormwater Pollution Prevention Program (SWPPP) Document

Doc Type: Permit Application

**Instructions:** This application is for authorization to discharge stormwater associated with Municipal Separate Storm Sewer Systems (MS4s) under the National Pollutant Discharge Elimination System/State Disposal System (NPDES/SDS) Permit Program. **No fee** is required with the submittal of this application. Please refer to "Example" for detailed instructions found on the Minnesota Pollution Control Agency (MPCA) MS4 website at <http://www.pca.state.mn.us/ms4>.

**Submittal:** This MS4 SWPPP Application for Reauthorization form must be submitted electronically via e-mail to the MPCA at [ms4permitprogram.pca@state.mn.us](mailto:ms4permitprogram.pca@state.mn.us) from the person that is duly authorized to certify this form. All questions with an asterisk (\*) are required fields. All applications will be returned if required fields are not completed.

**Questions:** Contact Claudia Hochstein at 651-757-2881 or [claudia.hochstein@state.mn.us](mailto:claudia.hochstein@state.mn.us), Dan Miller at 651-757-2246 or [daniel.miller@state.mn.us](mailto:daniel.miller@state.mn.us), or call toll-free at 800-657-3864.

## General Contact Information (\*Required fields)

### MS4 Owner (with ownership or operational responsibility, or control of the MS4)

\*MS4 permittee name: LeSauk Township \*County: Stearns  
(city, county, municipality, government agency or other entity)

\*Mailing address: 395 21st St. N

\*City: Sartell \*State: MN \*Zip code: 56377

\*Phone (including area code): 320-251-8669 \*E-mail: lesauktownship@gmail.com

### MS4 General contact (with Stormwater Pollution Prevention Program [SWPPP] implementation responsibility)

\*Last name: Westerlund \*First name: Jeff  
(department head, MS4 coordinator, consultant, etc.)

\*Title: Township Supervisor

\*Mailing address: 395 21st St. N

\*City: Sartell \*State: MN \*Zip code: 56377

\*Phone (including area code): 320-251-8669 \*E-mail: lesauktownship@gmail.com

### Preparer information (complete if SWPPP application is prepared by a party other than MS4 General contact)

Last name: Cymbaluk First name: Wayne  
(department head, MS4 coordinator, consultant, etc.)

Title: Water Resource Specialist

Mailing address: 110 2<sup>nd</sup> Street South Suite 128

City: Waite Park State: MN Zip code: 56387

Phone (including area code): 320-251-7800 x 3 E-mail: wayne.cymbaluk@mn.nacdnet.net

## Verification

1. I seek to continue discharging stormwater associated with a small MS4 after the effective date of this Permit, and shall submit this MS4 SWPPP Application for Reauthorization form, in accordance with the schedule in Appendix A, Table 1, with the SWPPP document completed in accordance with the Permit (Part II.D.). ☒ Yes
2. I have read and understand the NPDES/SDS MS4 General Permit and certify that we intend to comply with all requirements of the Permit. ☒ Yes

## Certification (All fields are required)

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- ☒ Yes - I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted.

*I certify that based on my inquiry of the person, or persons, who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete.*

*I am aware that there are significant penalties for submitting false information, including the possibility of civil and criminal penalties.*

This certification is required by Minn. Stat. §§ 7001.0070 and 7001.0540. The authorized person with overall, MS4 legal responsibility must certify the application (principal executive officer or a ranking elected official).

By typing my name in the following box, I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing my application.

Name: Jerry Hettwer  
(This document has been electronically signed)

Title: Township Chair Date (mm/dd/yyyy): 12/19/13

Mailing address: 2260 Rodeo Road

City: Sartell State: MN Zip code: 56377

Phone (including area code): 320-251-1427 E-mail: hettwerrealestate@cloudnet.com

**Note:** The application will not be  
processed without certification.

# Stormwater Pollution Prevention Program Document

## I. Partnerships: (Part II.D.1)

- A. List the **regulated small MS4(s)** with which you have established a partnership in order to satisfy one or more requirements of this Permit. Indicate which Minimum Control Measure (MCM) requirements or other program components that each partnership helps to accomplish (List all that apply). Check the box below if you currently have no established partnerships with other regulated MS4s. If you have more than five partnerships, hit the tab key after the last line to generate a new row.

☐ No partnerships with regulated small MS4s

Name and description of partnership	MCM/Other permit requirements involved
Central Minnesota Water Education Alliance (CMWEA)	MCM1
Stearns County	MCM 3g-1

- B. If you have additional information that you would like to communicate about your partnerships with other regulated small MS4(s), provide it in the space below, or include an attachment to the SWPPP Document, with the following file naming convention: *MS4NameHere\_Partnerships*.

*MCM 1: Central Minnesota Water Education Alliance (CMWEA) is a coalition of central Minnesota cities, counties and other organizations that provide educational outreach to promote water quality stewardship. The mission of CMWEA is to develop and implement educational programs that encourage individuals in Central Minnesota to protect water resources by increasing their knowledge and making simple behavior changes. By working in concert, the members of CMWEA are able to provide a consistent water quality educational message.*

*MS4 permitted CMWEA members include the Cities of St. Cloud, Sartell, Sauk Rapids, Waite Park, St. Joseph; Stearns County; St. Joseph Township, Le Sauk Township; St. Cloud State University; and MNDOT. Other members include the Cities of Cold Spring, Melrose, Rockville, Paynesville and Richmond; Stearns County Soil and Water Conservation District; Sauk River Watershed District; and the Sauk River Chain of Lakes Association.*

*CMWEA members are required to sign a membership agreement which includes membership dues and a member participation requirement. Both are critical to ensure maximum benefit to each member and the public. CMWEA is designed to assist members in meeting their education requirements through a variety of tools and resources. Members have access to all of CMWEA's past and current education material to use beyond CMWEA's programs and to specifically target additional local education needs. Please visit our website for more information regarding CMWEA: [www.mnwaterconnection.com](http://www.mnwaterconnection.com)*

*MCM 3g-1: LeSauk Township has a memorandum of understanding (MOU) with Stearns County to perform septic system inspections in the Township.*

## II. Description of Regulatory Mechanisms: (Part II.D.2)

### Illicit discharges

- A. Do you have a regulatory mechanism(s) that effectively prohibits non-stormwater discharges into your small MS4, except those non-stormwater discharges authorized under the Permit (Part III.D.3.b.)? ☒ Yes ☐ No

1. If **yes**:

- a. Check which *type* of regulatory mechanism(s) your organization has (check all that apply):

☒ Ordinance ☐ Contract language

☐ Policy/Standards ☐ Permits

☐ Rules

☒ Other, explain: MOU with Stearns County covers discharges related to subsurface sewage treatment systems (SSTS)

- b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Citation:

*Township of LeSauk Illicit Discharge Ordinance*

Direct link:

☒ Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: *MS4NameHere\_IDDEreg*.

2. If **no**:

Describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:

### Construction site stormwater runoff control

- A. Do you have a regulatory mechanism(s) that establishes requirements for erosion and sediment controls and waste controls? ☒ Yes ☐ No

1. If **yes**:

- a. Check which *type* of regulatory mechanism(s) your organization has (check all that apply):

- ☐ Ordinance ☐ Contract language  
☐ Policy/Standards ☐ Permits  
☐ Rules  
☐ Other, explain: \_\_\_\_\_

- b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Citation:

*LeSauk Township Ordinance Erosion and Sediment Control Standards*

Direct link:

☒ Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: *MS4NameHere\_CSWreg*.

- B. Is your regulatory mechanism at least as stringent as the MPCA general permit to Discharge Stormwater Associated with Construction Activity (as of the effective date of the MS4 Permit)? ☐ Yes ☒ No

If you answered **yes** to the above question, proceed to C.

If you answered **no** to either of the above permit requirements listed in A. or B., describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

*The Township's current ESC ordinance is not as stringent as the MPCA Construction Stormwater (CSW) permit. The Township will review and update their current ordinance as necessary to meet permit requirements (Part III.D.4.a). This effort will be completed within 12 months of the permit issuance date.*

- C. Answer **yes** or **no** to indicate whether your regulatory mechanism(s) requires owners and operators of construction activity to develop site plans that incorporate the following erosion and sediment controls and waste controls as described in the Permit (Part III.D.4.a.(1)-(8)), and as listed below:

- |   |   |
|---|---|
| 1. Best Management Practices (BMPs) to minimize erosion.  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. BMPs to minimize the discharge of sediment and other pollutants.                                 | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. BMPs for dewatering activities.  | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 4. Site inspections and records of rainfall events  | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 5. BMP maintenance  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. Management of solid and hazardous wastes on each project site.                                   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 7. Final stabilization upon the completion of construction activity, including the use of perennial | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

vegetative cover on all exposed soils or other equivalent means.

8. Criteria for the use of temporary sediment basins.

☒ Yes ☐ No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

*C.1-3. The Township will update their ordinance to require owners and operators of construction activity to incorporate, into site plans, BMPs to minimize erosion, sedimentation, other pollutants and for dewatering activities which are at least as stringent as the MPCA CSW Permit. This effort will be completed within 12 months of the permit issuance date.*

*C.4. The Township will update their ordinance to require owners and operators of construction activity to conduct site inspections and record data to a level which is at least as stringent as the MPCA CSW Permit. This effort will be completed within 12 months of the permit issuance date.*

*C.5. The Township will update their ordinance to require owners and operators of construction activity to conduct BMP maintenance to a level which is at least as stringent as the MPCA CSW Permit. This effort will be completed within 12 months of the permit issuance date.*

*C.6. The Township will update their ordinance to require owners and operators of construction activity to manage solid and hazardous waste on site to a level which is at least as stringent as the MPCA CSW Permit. This effort will be completed within 12 months of the permit issuance date.*

*C.7. The Township will update their ordinance to a level which is at least as stringent as the MPCA CSW Permit. This effort will be completed within 12 months of the permit issuance date.*

*C.8. The Township will update their ordinance to include criteria for the use of temporary sediment basins to a level which is at least as stringent as the MPCA CSW Permit. This effort will be completed within 12 months of the permit issuance date.*

## Post-construction stormwater management

A. Do you have a regulatory mechanism(s) to address post-construction stormwater management activities?

☒ Yes ☐ No

1. If **yes**:

a. Check which type of regulatory mechanism(s) your organization has (check all that apply):

☒ Ordinance ☐ Contract language

☐ Policy/Standards ☐ Permits

☐ Rules

☒ Other, explain: MOU with Stearns County in Shoreland Areas

b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Citation:

Stearns County Land Use and Zoning Ordinance #439. Section 7.25. Page 7-47 to 7-54.

Direct link:

<http://www.co.stearns.mn.us/Government/RulesandRegulations/PlanningandZoningRules>

☐ Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: MS4NameHere\_PostCSWreg.

B. Answer **yes** or **no** below to indicate whether you have a regulatory mechanism(s) in place that meets the following requirements as described in the Permit (Part III.D.5.a.):

1. **Site plan review:** Requirements that owners and/or operators of construction activity submit site plans with post-construction stormwater management BMPs to the permittee for review and approval, prior to start of construction activity. ☐ Yes ☒ No

2. **Conditions for post construction stormwater management:** Requires the use of any combination of BMPs, with highest preference given to Green Infrastructure techniques and practices (e.g., infiltration, evapotranspiration, reuse/harvesting, conservation design, urban forestry, green roofs, etc.), necessary to meet the following conditions on the site of a construction activity to the Maximum Extent Practicable (MEP):

a. For new development projects – no net increase from pre-project conditions (on an annual average basis) of: ☐ Yes ☒ No

1) Stormwater discharge volume, unless precluded by the stormwater management

- limitations in the Permit (Part III.D.5.a(3)(a)).
- 2) Stormwater discharges of Total Suspended Solids (TSS).
  - 3) Stormwater discharges of Total Phosphorus (TP).
- b. For redevelopment projects – a net reduction from pre-project conditions (on an annual average basis) of: ☐ Yes ☒ No
- 1) Stormwater discharge volume, unless precluded by the stormwater management limitations in the Permit (Part III.D.5.a(3)(a)).
  - 2) Stormwater discharges of TSS.
  - 3) Stormwater discharges of TP.
3. **Stormwater management limitations and exceptions:**
- a. Limitations
- 1) Prohibit the use of infiltration techniques to achieve the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)) when the infiltration structural stormwater BMP will receive discharges from, or be constructed in areas: ☐ Yes ☒ No
    - a) Where industrial facilities are not authorized to infiltrate industrial stormwater under an NPDES/SDS Industrial Stormwater Permit issued by the MPCA.
    - b) Where vehicle fueling and maintenance occur.
    - c) With less than three (3) feet of separation distance from the bottom of the infiltration system to the elevation of the seasonally saturated soils or the top of bedrock.
    - d) Where high levels of contaminants in soil or groundwater will be mobilized by the infiltrating stormwater.
  - 2) Restrict the use of infiltration techniques to achieve the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)), without higher engineering review, sufficient to provide a functioning treatment system and prevent adverse impacts to groundwater, when the infiltration device will be constructed in areas: ☐ Yes ☒ No
    - a) With predominately Hydrologic Soil Group D (clay) soils.
    - b) Within 1,000 feet up-gradient, or 100 feet down-gradient of active karst features.
    - c) Within a Drinking Water Supply Management Area (DWSMA) as defined in Minn. R. 4720.5100, subp. 13.
    - d) Where soil infiltration rates are more than 8.3 inches per hour.
  - 3) For linear projects where the lack of right-of-way precludes the installation of volume control practices that meet the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)), the permittee's regulatory mechanism(s) may allow exceptions as described in the Permit (Part III.D.5.a(3)(b)). The permittee's regulatory mechanism(s) shall ensure that a reasonable attempt be made to obtain right-of-way during the project planning process. ☐ Yes ☒ No
4. **Mitigation provisions:** The permittee's regulatory mechanism(s) shall ensure that any stormwater discharges of TSS and/or TP not addressed on the site of the original construction activity are addressed through mitigation and, at a minimum, shall ensure the following requirements are met:
- a. Mitigation project areas are selected in the following order of preference: ☐ Yes ☒ No
    - 1) Locations that yield benefits to the same receiving water that receives runoff from the original construction activity.
    - 2) Locations within the same Minnesota Department of Natural Resource (DNR) catchment area as the original construction activity.
    - 3) Locations in the next adjacent DNR catchment area up-stream
    - 4) Locations anywhere within the permittee's jurisdiction.
  - b. Mitigation projects must involve the creation of new structural stormwater BMPs or the retrofit of existing structural stormwater BMPs, or the use of a properly designed regional structural stormwater BMP. ☐ Yes ☒ No
  - c. Routine maintenance of structural stormwater BMPs already required by this permit cannot be used to meet mitigation requirements of this part. ☐ Yes ☒ No
  - d. Mitigation projects shall be completed within 24 months after the start of the original construction activity. ☐ Yes ☒ No
  - e. The permittee shall determine, and document, who will be responsible for long-term maintenance on all mitigation projects of this part. ☐ Yes ☒ No
  - f. If the permittee receives payment from the owner and/or operator of a construction activity for mitigation purposes in lieu of the owner or operator of that construction activity meeting the conditions for post-construction stormwater management in Part III.D.5.a(2), the permittee shall apply any such payment received to a public stormwater project, and all ☐ Yes ☒ No

projects must be in compliance with Part III.D.5.a(4)(a)-(e).

5. **Long-term maintenance of structural stormwater BMPs:** The permittee's regulatory mechanism(s) shall provide for the establishment of legal mechanisms between the permittee and owners or operators responsible for the long-term maintenance of structural stormwater BMPs not owned or operated by the permittee, that have been implemented to meet the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)). This only includes structural stormwater BMPs constructed after the effective date of this permit and that are directly connected to the permittee's MS4, and that are in the permittee's jurisdiction. The legal mechanism shall include provisions that, at a minimum:

- a. Allow the permittee to conduct inspections of structural stormwater BMPs not owned or operated by the permittee, perform necessary maintenance, and assess costs for those structural stormwater BMPs when the permittee determines that the owner and/or operator of that structural stormwater BMP has not conducted maintenance. ☐ Yes ☒ No
- b. Include conditions that are designed to preserve the permittee's right to ensure maintenance responsibility, for structural stormwater BMPs not owned or operated by the permittee, when those responsibilities are legally transferred to another party. ☐ Yes ☒ No
- c. Include conditions that are designed to protect/preserve structural stormwater BMPs and site features that are implemented to comply with the Permit (Part III.D.5.a(2)). If site configurations or structural stormwater BMPs change, causing decreased structural stormwater BMP effectiveness, new or improved structural stormwater BMPs must be implemented to ensure the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)) continue to be met. ☐ Yes ☒ No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within twelve (12) months of the date permit coverage is extended, these permit requirements are met:

*A. & B. 1: The Township will update their ordinance to address post construction stormwater management activities and to include requirements that owners and/or operators of construction activity submit site plans with post-construction stormwater management BMPs to the Township for review and approval, prior to start of construction activity. This effort will be completed within 12 months of the permit issuance date.*

*B.2.a -b: The Township will update their ordinance as necessary to include requirements for the post construction management of volume, total suspended solids, and total phosphorous in accordance with permit requirements (Part III.D.5.a(2)). This effort will be completed within 12 months of the permit issuance date.*

*B.3.a.1-3: The Township will update their ordinance as necessary to include limitations (prohibiting, restricting, and exceptions) for infiltration to address post-construction stormwater management, in accordance with Permit requirements (Part III.D.5.a (3)). This effort will be completed within 12 months of the permit issuance date.*

*B.4.a-f: The Township will update their ordinance as necessary to address mitigation for post construction stormwater management of TSS and/or TP in accordance with permit requirements (Part III.D.5.a(4)). This effort will be completed within 12 months of the permit issuance date.*

*B.5.a-c: The Township will update their ordinance to provide for the establishment of a legal mechanism between the Township and owners and operators that are responsible for long-term maintenance of privately owned and operated structural BMPs in accordance with permit requirements (Part III.5.a.(5)). This effort will be completed within 12 months of the permit issuance date.*

### III. Enforcement Response Procedures (ERPs): (Part II.D.3)

- A. Do you have existing ERPs that satisfy the requirements of the Permit (Part III.B.)? ☐ Yes ☒ No

- 1. If **yes**, attach them to this form as an electronic document, with the following file naming convention: *MS4NameHere\_ERPs*.
- 2. If **no**, describe the tasks and corresponding schedules that will be taken to assure that, with twelve (12) months of the date permit coverage is extended, these permit requirements are met:

*The Township will create ERP's for Part III.D 3, 4, and 5 in accordance with Part 3.B to a level at least as stringent as the MPCA CSW Permit. This effort will be completed within 12 months of the permit issuance date.*

- B. Describe your ERPs:

*Currently do not have a defined ERP.*

### IV. Storm Sewer System Map and Inventory: (Part II.D.4.)

A. Describe how you manage your storm sewer system map and inventory:

*The Township's storm sewer map is currently maintained through a hard paper copy. The map is annually updated.*

B. Answer **yes** or **no** to indicate whether your storm sewer system map addresses the following requirements from the Permit (Part III.C.1.a-d), as listed below:

1. The permittee's entire small MS4 as a goal, but at a minimum, all pipes 12 inches or greater in diameter, including stormwater flow direction in those pipes. ☐ Yes ☒ No
2. Outfalls, including a unique identification (ID) number assigned by the permittee, and an associated geographic coordinate. ☐ Yes ☒ No
3. Structural stormwater BMPs that are part of the permittee's small MS4. ☐ Yes ☒ No
4. All receiving waters. ☐ Yes ☒ No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

*B.1-.4 The Township's map will be updated to include all pipes and conveyances 12 inches or greater, flow direction, unique id, geographic coordinates, all other structural stormwater BMP's that are part of the MS4 and all receiving waters as per Part III.C.1 of the MPCA CSW Permit. This effort will be completed within 12 months of the date permit coverage is extended. The Township will contract with the local Soil and Water Conservation District or consultant to update and manage our storm sewer system map and inventory. This effort will be completed within 12 months of the permit issuance date.*

C. Answer **yes** or **no** to indicate whether you have completed the requirements of 2009 Minnesota Session Law, Ch. 172. Sec. 28: with the following inventories, according to the specifications of the Permit (Part III.C.2.a.-b.), including:

1. All ponds within the permittee's jurisdiction that are constructed and operated for purposes of water quality treatment, stormwater detention, and flood control, and that are used for the collection of stormwater via constructed conveyances. ☐ Yes ☒ No
2. All wetlands and lakes, within the permittee's jurisdiction, that collect stormwater via constructed conveyances. ☐ Yes ☒ No

D. Answer **yes** or **no** to indicate whether you have completed the following information for each feature inventoried.

1. A unique identification (ID) number assigned by the permittee. ☐ Yes ☒ No
2. A geographic coordinate. ☐ Yes ☒ No
3. Type of feature (e.g., pond, wetland, or lake). This may be determined by using best professional judgment. ☐ Yes ☒ No

If you have answered **yes** to all above requirements, and you have already submitted the Pond Inventory Form to the MPCA, then you do not need to resubmit the inventory form below.

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

*C.1-2 & D1-3: The Township will complete an inventory of all stormwater treatment ponds, wetlands, and lakes within the Township's jurisdiction. The inventory will include at a minimum, unique identification numbers, geographic coordinates, and type of feature, in accordance with permit requirements (Part III.C.2). This effort will be completed within 12 months of the date permit coverage is extended. The Township will contract with the local Soil and Water Conservation District or consultant to update and manage our storm sewer system map and inventory. This effort will be completed within 12 months of the permit issuance date.*

E. Answer **yes** or **no** to indicate if you are attaching your pond, wetland and lake inventory to the MPCA on the form provided on the MPCA website at: <http://www.pca.state.mn.us/ms4>, according to the specifications of Permit (Part III.C.2.b.(1)-(3)). Attach with the following file naming convention: *MS4NameHere\_inventory*. ☐ Yes ☒ No

If you answered **no**, the inventory form must be submitted to the MPCA MS4 Permit Program within 12 months of the date permit coverage is extended.

## V. Minimum Control Measures (MCMs) (Part II.D.5)

### A. MCM1: Public education and outreach

1. The Permit requires that, within 12 months of the date permit coverage is extended, existing permittees revise their education and outreach program that focuses on illicit discharge recognition and reporting, as well as other specifically selected stormwater-related issue(s) of high priority to the permittee during this permit term. Describe your **current** educational program, including **any high-priority topics included**:



The Township's current education program is implemented through two different approaches: 1) The Central MN Water Education Alliance (CMWEA); and 2) Direct Township modes.

1. CMWEA, as described in the partnership section, is utilized to meet all or part of the established BMPs shown below (insert MS4 specific text here as needed; (e.g. except for our City's educational survey). CMWEA is dedicated to developing and implementing educational programs that encourage individuals in Central Minnesota to protect water resources by increasing their knowledge and making simple behavior changes. CMWEA is operated through membership dues, member staff participation, grants, sponsorship and in-kind support. The annual education program has consisted of:

-A top 10 water protection tips (high priority topics as chosen by the members)

-A professional media ad campaign based on the top 10 list which includes various print media, radio ads, videos on local cable channels and billboards

-High School TV Ad Contest

-Social Media (Facebook)

-Website which includes the top 10, blog, member contact information, promotional tools, outreach, and lots of education information and links.

-Traveling Education Booth and Library that shows up a several area events and workshops

-Rain barrel and compost bin sale

-Handouts (brochures, member material & info, seed packets, etc)

## 2. Direct Township Modes

A. LeSauk Township has stormwater educational materials available to the public at the Township Hall.

B. Annual Township Clean Up Day

2. List the categories of BMPs that address your public education and outreach program, including the distribution of educational materials and a program implementation plan. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the U.S. Environmental Protection Agency's (EPA) *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>).

If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Distribute Educational Materials	Annually: Review and update information. Keep track of number of brochures being distributed.
Implement an Education Program	Annually: Review and update information. Keep track of number of brochures being distributed.
	Annually: Review and update information. Keep track of number of brochures being distributed.
Public Education and Outreach	Annually: Conduct Township Clean Up Day. Keep track of the number of people participating.
Annual Public Meeting	Annually: Have the public meeting and record comments.
Coordination of Education Program	Annually: Measure the number of activities that were a joint effort between MS4's
BMP categories to be implemented	Measurable goals and timeframes
	<b>BMP Description:</b> Continue to be a member of the Central Minnesota Water Education Alliance (CMWEA) and comply with its membership agreement.
	<b>Measureable Goals</b>
Central MN Water Education Alliance (CMWEA)	1) Within 2 months of receiving the annual CMWEA

	<p>membership agreement, it will be signed and returned to CMWEA.</p> <p><b>Timeline/Implementation Schedule:</b>          Annually: Renew CMWEA membership          Annually: Meet membership requirements          Annually: Participate in CMWEA to ensure it helps meet the needs of our MS4</p>
CMWEA: Website	<p><b>BMP Description:</b>          Continue to be a member of the Central Minnesota Water Education Alliance (CMWEA) and support the use of its website to spread education messages.</p> <p><b>Measureable Goals</b></p> <ol style="list-style-type: none"> <li>1) Promote CMWEA's website with a goal of it reaching 50,000 hits annually</li> <li>2) CMWEA will add specific illicit discharge recognition and reporting to its website</li> <li>3) Review the website for updates at least twice a year</li> </ol> <p><b>Timeline/Implementation Schedule:</b>          Annually: Provide a link on our local website to CMWEA's website.          Within 3 months of all members having an approved SWPPP document, the website will be updated on recognition and reporting of illicit discharges – we will provide information to CMWEA as requested.          Twice a year, review and update the website with new, relevant information.</p>
CMWEA: Education Campaign	<p><b>BMP Description:</b>          Continue to be a member of the Central Minnesota Water Education Alliance (CMWEA) and support/participate in the annual education campaign. Annually CMWEA will implement an education campaign/program.</p> <p>CMWEA annually reviews its program elements to ensure the campaign meets the high priority needs of its members and covers new education topics. The campaign is also adjusted to achieve the highest education value by reviewing different marketing strategies and education opportunities to impact intended target audiences. Therefore, CMWEA's education program changes over time.</p> <p><b>Measureable Goals</b></p> <ol style="list-style-type: none"> <li>1) CMWEA has a goal of being represented at 3 area events annually</li> <li>2) CMWEA has a goal of providing education through 3 different marketing/campaign tactics</li> <li>3) CMWEA provides at least 2 opportunities for member input on the annual campaign</li> </ol> <p><b>Timeline/Implementation Schedule:</b>          Annually: Provide input on CMWEA's education campaign to ensure our high priority needs are emphasized          Within 6 months of all members having an approved SWPPP document, the current education program elements will be reviewed, updated and modified. This process has started with the reissuance of this permit.</p>

- Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

*Township Chair*

## B. MCM2: Public participation and involvement

- The Permit (Part III.D.2.a.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement a public participation/involvement program to solicit public input on the SWPPP. Describe your current program:

*The Township holds an annual public meeting to review program details and program progress with the public. The meeting also provides an opportunity for the public to give input and/or ask questions. The meeting is noticed in the local paper following applicable public notice requirements. The Township takes into consideration both written and verbal forms of public input at the meeting and throughout the year.*

- List the categories of BMPs that address your public participation/involvement program, including solicitation and documentation of public input on the SWPPP. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>). **If you have more than five categories**, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Public Meeting	Annually: Continue to hold public meeting and follow public notice requirements.
Solicit and Consider Input	Ongoing: Continue to hold meetings where the public can provide input on SWPPP or submit complaints regarding stormwater problems or erosion control issues.
Proper Disposal of Household Hazardous Waste	Annually: Review and update information. Keep track of number of brochures being distributed.
BMP categories to be implemented	Measurable goals and timeframes
Documentation	Update program to include documentation requirements in accordance with permit requirements (Part III.D.2.b) within 12 months of the date permit coverage is extended.

- Do you have a process for receiving and documenting citizen input? ☒ Yes ☐ No

If you answered **no** to the above permit requirement, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:

- Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

*Township Chair*

## C. MCM 3: Illicit discharge detection and elimination

- The Permit (Part III.D.3.) requires that, within 12 months of the date permit coverage is extended, existing permittees revise their current program as necessary, and continue to implement and enforce a program to detect and eliminate illicit discharges into the small MS4. Describe your current program:

*The Township maintains and annually updates a Storm Sewer System Map. They have an IDDE ordinance which prohibits non-stormwater discharges into the storm sewer system. The Township watches for illegal dumping and other signs of illicit discharges during annual road inspections and their daily activities. The Township has an MOU with Stearns County*

to address Subsurface Sewage Treatment System inspections.

2. Does your Illicit Discharge Detection and Elimination Program meet the following requirements, as found in the Permit (Part III.D.3.c.-g.)?
- a. Incorporation of illicit discharge detection into all inspection and maintenance activities conducted under the Permit (Part III.D.6.e.-f.) Where feasible, illicit discharge inspections shall be conducted during dry-weather conditions (e.g., periods of 72 or more hours of no precipitation). ☒ Yes ☐ No
  - b. Detecting and tracking the source of illicit discharges using visual inspections. The permittee may also include use of mobile cameras, collecting and analyzing water samples, and/or other detailed procedures that may be effective investigative tools. ☒ Yes ☐ No
  - c. Training of all field staff, in accordance with the requirements of the Permit (Part III.D.6.g.(2)), in illicit discharge recognition (including conditions which could cause illicit discharges), and reporting illicit discharges for further investigation. ☐ Yes ☒ No
  - d. Identification of priority areas likely to have illicit discharges, including at a minimum, evaluating land use associated with business/industrial activities, areas where illicit discharges have been identified in the past, and areas with storage of large quantities of significant materials that could result in an illicit discharge. ☐ Yes ☒ No
  - e. Procedures for the timely response to known, suspected, and reported illicit discharges. ☐ Yes ☒ No
  - f. Procedures for investigating, locating, and eliminating the source of illicit discharges. ☐ Yes ☒ No
  - g. Procedures for responding to spills, including emergency response procedures to prevent spills from entering the small MS4. The procedures shall also include the immediate notification of the Minnesota Department of Public Safety Duty Officer, if the source of the illicit discharge is a spill or leak as defined in Minn. Stat. § 115.061. ☐ Yes ☒ No
  - h. When the source of the illicit discharge is found, the permittee shall use the ERPs required by the Permit (Part III.B.) to eliminate the illicit discharge and require any needed corrective action(s). ☐ Yes ☒ No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

*C.2.c The Township will implement a Township Supervisor training program which will include information on IDDE in accordance with permit requirements (Part III.D.3.e). This effort will be completed within 12 months of the date permit coverage is extended.*

*C.2.d The Township will expand its annual review of potential sources of non-stormwater discharges or flows to include the identification of priority areas likely to have illicit discharges in accordance with permit requirements (Part III.D.3.f). This effort will be completed within 12 months of the date permit coverage is extended.*

*C.2.e-h-The Township will develop procedures for the timely response to known, suspected, and reported illicit discharges to meet permit requirements (Part III.D.3.g). This effort will be completed within 12 months of the date permit coverage is extended.*

3. List the categories of BMPs that address your illicit discharge, detection and elimination program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>).

If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Storm Sewer Map	Annually: Review and update.
Regulatory Control Program	Ongoing: Continue to enforce ordinance requirements.
Illicit Discharge Detection and Elimination Plan	Annually: Conduct road inspections Ongoing: Keep records of any illicit disposal or discharges found and record any action taken.
Public and Employee IDDE Information Program	Annually: Document educational materials distributed.
ID of Non Stormwater Discharges	Ongoing: Keep records of any illicit disposal or discharges found and record any action taken.
Sewage Treatment Systems	Annually: Record # of permits & certifications issued by

BMP categories to be implemented	Measurable goals and timeframes
Storm Sewer Map	Within 12 months of the date permit coverage is extended: Review and update the map as necessary to meet permit requirements (Part III.D.3.a).
Detection and Elimination	Within 12 months of the date permit coverage is extended: Develop procedures for the timely response to illicit discharges to meet permit requirements (Part III.D.3.g).
Illicit Discharge Information Program	Within 12 months of the date permit coverage is extended: Implement a Township Supervisor training program which will include information on IDDE in accordance with permit requirements (Part III.D.3.e).
ID of Non Storm Water Discharges and Flows	Within 12 months of the date permit coverage is extended: include the identification of priority areas likely to have illicit discharges in accordance with the permit (Part III.D.3.f).

4. Do you have procedures for record-keeping within your Illicit Discharge Detection and Elimination (IDDE) program as specified within the Permit (Part III.D.3.h.)? ☐ Yes ☒ No

If you answered **no**, indicate how you will develop procedures for record-keeping of your Illicit Discharge, Detection and Elimination Program, within 12 months of the date permit coverage is extended:

*Update program to include the documentation requirements in accordance with (Part III.D.3.h) within 12 months of the date permit coverage is extended:*

5. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

*Township Chair*

#### D. MCM 4: Construction site stormwater runoff control

1. The Permit (Part III.D.4) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement and enforce a construction site stormwater runoff control program. Describe your current program:

*The Township's program is that any time a proposed development is about to occur the project gets annexed into the City of Sartell.*

2. Does your program address the following BMPs for construction stormwater erosion and sediment control as required in the Permit (Part III.D.4.b.):
- Have you established written procedures for site plan reviews that you conduct prior to the start of construction activity? ☐ Yes ☒ No
  - Does the site plan review procedure include notification to owners and operators proposing construction activity that they need to apply for and obtain coverage under the MPCA's general permit to *Discharge Stormwater Associated with Construction Activity No. MN R100001*? ☐ Yes ☒ No
  - Does your program include written procedures for receipt and consideration of reports of noncompliance or other stormwater related information on construction activity submitted by the public to the permittee? ☐ Yes ☒ No
  - Have you included written procedures for the following aspects of site inspections to determine compliance with your regulatory mechanism(s):
    - Does your program include procedures for identifying priority sites for inspection? ☐ Yes ☒ No
    - Does your program identify a frequency at which you will conduct construction site inspections? ☐ Yes ☒ No
    - Does your program identify the names of individual(s) or position titles of those responsible for conducting construction site inspections? ☐ Yes ☒ No
    - Does your program include a checklist or other written means to document construction site inspections when determining compliance? ☐ Yes ☒ No
  - Does your program document and retain construction project name, location, total acreage to be disturbed, and owner/operator information? ☐ Yes ☒ No
  - Does your program document stormwater-related comments and/or supporting information used to determine project approval or denial? ☐ Yes ☒ No
  - Does your program retain construction site inspection checklists or other written materials used to document site inspections? ☐ Yes ☒ No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met.

D.2.a-b,e,f: The Township currently has no written procedures for this process. The Township will update their review process to include written procedures, notifications, and documentation requirements in accordance with permit requirements (Part III.D.4.b & f). This will include notification to owners and operators that if they disturb one acre, they will need to apply and obtain coverage under the MPCA's a general permit to Discharge Stormwater Associated with Construction Activity No. MN R100001. This effort will be completed within 12 months of the date permit coverage is extended.

D.2.c: The Township has a process for the receipt and consideration of construction site noncompliance reports and other stormwater related input; however, there are currently no written procedures for this process. The Township will update its program for receipt and consideration of public stormwater reports to include written procedures in accordance with permit requirements (Part III.D.4.c). This effort will be completed within 12 months of the date permit coverage is extended.

D.2. d.1-4 & g: The Township has a process for site inspections which is complaint based; however, there are currently no written procedures for this process. The Township will update its current site inspection process to include written procedures, documentation requirements and the creation of checklists in accordance with permit requirements (Part III.D.4.d & f). This effort will be completed within 12 months of the date permit coverage is extended.

3. List the categories of BMPs that address your construction site stormwater runoff control program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>). If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Ordinance	Ongoing: Continue to enforce ordinance requirements.
Construction Site BMP Implementation	Ongoing: Continue to enforce ordinance requirements.
Waste Controls for Construction Site Operators	Ongoing: Continue to implement this BMP.
Site Plan Review	Ongoing: Continue to implement this BMP.
Receipt and Consideration of Stormwater Noncompliance Reports.	Ongoing: Continue to implement this BMP.
Site Inspections and Enforcement	Ongoing: Continue to implement this BMP.
BMP categories to be implemented	Measurable goals and timeframes
No New BMP's to be implemented.	Existing established BMP's to be modified to meet new permit requirements within 12 months of the date permit coverage is extended.

4. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Township Chair

## E. MCM 5: Post-construction stormwater management

1. The Permit (Part III.D.5.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement and enforce a post-construction stormwater management program. Describe your current program:

*The Township's program is that any time a proposed development is about to occur the project gets annexed into the City of Sartell.*

2. Have you established written procedures for site plan reviews that you will conduct prior to the start of construction activity? ☐ Yes ☒ No
3. Answer **yes** or **no** to indicate whether you have the following listed procedures for documentation of post-construction stormwater management according to the specifications of Permit (Part III.D.5.c.):
  - a. Any supporting documentation that you use to determine compliance with the Permit (Part III.D.5.a), including the project name, location, owner and operator of the construction activity, any ☐ Yes ☒ No

checklists used for conducting site plan reviews, and any calculations used to determine compliance?

- b. All supporting documentation associated with mitigation projects that you authorize? ☐ Yes ☒ No
- c. Payments received and used in accordance with Permit (Part III.D.5.a.(4)(f))? ☐ Yes ☒ No
- d. All legal mechanisms drafted in accordance with the Permit (Part III.D.5.a.(5)), including date(s) of the agreement(s) and names of all responsible parties involved? ☐ Yes ☒ No

If you answered **no** to any of the above permit requirements, describe the steps that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met.

*E.2 The Township has a site plan review process; but there are currently no written procedures for this process. The Township will update its site plan review process to include written procedures in accordance with permit requirements (Part III.D.5.b). This effort will be completed within 12 months of the date permit coverage is extended.*

*E.3.a The Township does not have a process for documenting compliance or a plan review checklist to follow. The Township will update their documentation process and create a checklist. This effort will be completed within 12 months of the date permit coverage is extended.*

*E.3.b-c The Township currently does not allow for mitigation provisions to meet post construction stormwater requirements. The Township will review its current requirements and assess whether or not to add mitigation provisions in accordance with permit requirements (Part III.D.5.a.(4)). This effort will be completed within 12 months of the date permit coverage is extended.*

*E.3.d The Township currently does not enter into legal agreements with owners or operators responsible for the long term maintenance of privately owned and operated structural stormwater BMPs. The Township will develop their regulatory mechanism to provide for the establishment of legal mechanisms between the Township and owners and operators responsible for long-term maintenance of privately owned and operated structural BMPs in accordance with permit requirements (Part III.5.a.(5)). This effort will be completed within 12 months of the date permit coverage is extended.*

4. List the categories of BMPs that address your post-construction stormwater management program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>). **If you have more than five categories**, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Development and Implementation of Structural/Non Structural BMP's	Ongoing: Continue to enforce ordinance requirements.
Regulatory Mechanism	Ongoing: Continue to enforce ordinance requirements.
Long Term BMP Operation and Maintenance	Ongoing: Continue to enforce ordinance requirements.

BMP categories to be implemented	Measurable goals and timeframes
No New BMP's to be implemented.	Existing established BMP's to be modified to meet new permit requirements within 12 months of the date permit coverage is extended.

5. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

*Township Chair*

## F. MCM 6: Pollution prevention/good housekeeping for municipal operations



1. The Permit (Part III.D.6.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement an operations and maintenance program that prevents or reduces the discharge of pollutants from the permittee owned/operated facilities and operations to the small MS4. Describe your current program:

*The Township has no municipal operations. All work for the Township gets contracted out. They have no facilities except for the Townhall in which they hold their meetings.*

2. Do you have a facilities inventory as outlined in the Permit (Part III.D.6.a.)? ☒ Yes ☐ No
3. If you answered **no** to the above permit requirement in question 2, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:

4. List the categories of BMPs that address your pollution prevention/good housekeeping for municipal operations program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. For an explanation of measurable goals, refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>).

If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Municipal Operations and Maintenance Program	Not Applicable at this time because the Township contracts out all work performed for the Township.
Prevent illegal dumping of trash in road ditches	Ongoing: Count instances, document penalties and corrective actions taken, and keep track of the amount trash collected from Township Roads.
Street Sweeping	Ongoing: Document pounds of sediment collected and recycled.
Annual Inspections of Structural Pollution Control Devices and Outfalls	Annually: Complete the inspections
BMP categories to be implemented	Measurable goals and timeframes
No New BMP's to be implemented.	Existing established BMP's to be modified if necessary to meet new permit requirements within 12 months of the date permit coverage is extended.

5. Does discharge from your MS4 affect a Source Water Protection Area (Permit Part III.D.6.c.)? ☒ Yes ☐ No

a. If **no**, continue to 6.

- b. If **yes**, the Minnesota Department of Health (MDH) is in the process of mapping the following items. Maps are available at <http://www.health.state.mn.us/divs/eh/water/swp/maps/index.htm>. Is a map including the following items available for your MS4:

- 1) Wells and source waters for drinking water supply management areas identified as vulnerable under Minn. R. 4720.5205, 4720.5210, and 4720.5330? ☒ Yes ☐ No
- 2) Source water protection areas for surface intakes identified in the source water assessments conducted by or for the Minnesota Department of Health under the federal Safe Drinking Water Act, U.S.C. §§ 300j – 13? ☒ Yes ☐ No

- c. Have you developed and implemented BMPs to protect any of the above drinking water sources? ☒ Yes ☐ No

6. Have you developed procedures and a schedule for the purpose of determining the TSS and TP treatment effectiveness of all permittee owned/operated ponds constructed and used for the ☐ Yes ☒ No



collection and treatment of stormwater, according to the Permit (Part III.D.6.d.)?

7. Do you have inspection procedures that meet the requirements of the Permit (Part III.D.6.e.(1)-(3)) for structural stormwater BMPs, ponds and outfalls, and stockpile, storage and material handling areas? ☐ Yes ☒ No
8. Have you developed and implemented a stormwater management training program commensurate with each employee's job duties that:
- a. Addresses the importance of protecting water quality? ☐ Yes ☒ No
  - b. Covers the requirements of the permit relevant to the duties of the employee? ☐ Yes ☒ No
  - c. Includes a schedule that establishes initial training for new and/or seasonal employees and recurring training intervals for existing employees to address changes in procedures, practices, techniques, or requirements? ☐ Yes ☒ No
9. Do you keep documentation of inspections, maintenance, and training as required by the Permit (Part III.D.6.h.(1)-(5))? ☐ Yes ☒ No

If you answered **no** to any of the above permit requirements listed in **Questions 5 – 9**, then describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

*F.6 The Township will develop procedures and schedules for determining the TSS and TP effectiveness of Township owned/operated ponds in accordance with permit requirements (Part III.D.6.d). This effort will be completed within 12 months of the date permit coverage is extended.*

*F.7 The Township will review and update its current inspection program as needed in accordance with permit requirements (Part III.D.6.e). This effort will be completed within 12 months of the date permit coverage is extended.*

*F.8.a-c The Township will implement a Township Supervisor training program in accordance with permit requirements (Part III.D.6.g). This effort will be completed within 12 months of the date permit coverage is extended.*

*F.9 The Township will develop documentation requirements in accordance with the permit (Part III.D.6.h). This effort will be completed within 12 months of the date permit coverage is extended.*

10. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

*Township Chair*

## VI. Compliance Schedule for an Approved Total Maximum Daily Load (TMDL) with an Applicable Waste Load Allocation (WLA) (Part II.D.6.)

- A. Do you have an approved TMDL with a Waste Load Allocation (WLA) prior to the effective date of the Permit? ☐ Yes ☒ No
- 1. If **no**, continue to section VII.
  - 2. If **yes**, fill out and attach the MS4 Permit TMDL Attachment Spreadsheet with the following naming convention: *MS4NameHere\_TMDL*.

This form is found on the MPCA MS4 website: <http://www.pca.state.mn.us/ms4>.

## VII. Alum or Ferric Chloride Phosphorus Treatment Systems (Part II.D.7.)

- A. Do you own and/or operate any Alum or Ferric Chloride Phosphorus Treatment Systems which are regulated by this Permit (Part III.F.)? ☐ Yes ☒ No
- 1. If **no**, this section requires no further information.
  - 2. If **yes**, you own and/or operate an Alum or Ferric Chloride Phosphorus Treatment System within your small MS4, then you must submit the Alum or Ferric Chloride Phosphorus Treatment Systems Form supplement to this document, with the following naming convention: *MS4NameHere\_TreatmentSystem*.

This form is found on the MPCA MS4 website: <http://www.pca.state.mn.us/ms4>.

## VIII. Add any Additional Comments to Describe Your Program

# **Illicit Discharge Ordinance 08-1**

## **Illicit Discharge Definitions:**

- (1) **Scope.** This section shall apply to all water generated on developed or undeveloped land under the Township of LeSauk jurisdiction.
- (2) **Prohibition of illicit discharges.** It is unlawful for any person to discharge either directly or indirectly, any organic or inorganic matter into the storm and surface water system that may cause or tend to cause water pollution, including but not limited to the following:
  - Trash or debris;
  - Construction materials;
  - Petroleum products including but not limited to oil, gasoline, grease, fuel oil, heating oil;
  - Metals in either particulate or dissolved form;
  - Flammable or explosive materials;
  - Radioactive material;
  - Batteries;
  - Acids, alkalis, or bases;
  - Paints, stains, resins, lacquers or varnishes;
  - Degreasers and solvents;
  - Drain cleaners;
  - Pesticides, herbicides or fertilizers;
  - Steam cleaning wastes;
  - Washing of fresh concrete for cleaning and/or finishing purposes or to expose aggregates;
  - Soaps, detergents or ammonia;
  - Swimming pool backwash;
  - Chlorine, bromine and other disinfectants;
  - Heated water;
  - Domestic animal wastes;
  - Sewage;
  - Recreational vehicle waste;
  - Animal carcasses;
  - Food wastes;
  - Bark and other fibrous materials;
  - Collected lawn clippings, leaves or branches;
  - Silt, sediment or gravel;
  - Dyes, except as stated in subsection C (1) of this section;
  - Chemicals not normally found in uncontaminated water;
  - Any hazardous material or waste not listed above.

The commencement, conduct or continuance of any non-stormwater discharge to the Townships storm water system is prohibited except uncontaminated discharges from the following sources;

- Potable water,
- Potable water line flushing,
- Uncontaminated water from crawl space pumps or footing drains,
- Lawn watering with potable water or collected rainwater,
- Materials placed as part of an approved habitat restoration or bank stabilization project,
- Natural uncontaminated surface water or ground water,
- Flows from riparian habitats and wetlands,
- The following discharges from boats: engine exhaust; cooling waters; effluent from sinks; showers and laundry facilities; and treated sewage from Type I and Type II marine sanitation devices,
- Diverted stream flows,
- Groundwater infiltration to storm drains,
- Pumped groundwater,
- Air conditioning condensation,
- Springs,
- Non-commercial washing of vehicles, recreational vehicles and boats,
- Swimming pools (if dechlorinated – typically less than one PPM chlorine),
- Fire fighting activities, and
- Any other uncontaminated water source,
- Discharges specified in writing by the Township of LeSauk as being necessary to protect public health and safety,
- Dye testing is an allowable discharge if the Township of LeSauk has so specified in writing.

**(3) Pavement washing prohibited.** In addition to the prohibitions listed, washing of public or private streets and parking areas is not permitted unless all of the following conditions are met:

- No other feasible alternative exists to remove the undesirable material; and
- Facilities are provided to treat the wash water runoff and affected drainage facilities are cleaned.

**(4) Prohibition of illicit connections.** Any connection identified by the Township of LeSauk that could convey anything not composed entirely of surface and storm water directly to surface and storm water or ground water is considered an illicit connection and is prohibited with the following exceptions:

- Connections conveying allowable discharges;
- Connections conveying discharges pursuant to an NPDES permit, other than NPDES storm water permit, or a State Waste Discharge Permit; and
- Connections conveying effluent from onsite sewage disposal systems to subsurface soils.

This prohibition expressly includes, without limitation, illicit connections made in the past, regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection.

**(5) Reduction of stormwater pollutants by the use of best management practices.**

Any person responsible for a property or premises, which is, or may be, the source of an illicit discharge, is required to implement, and the person's expense, the BMP's necessary to prevent the further discharge of pollutants to the Township storm water system. Compliance with all terms and conditions of a valid NPDES permit-authorizing the discharge of stormwater associated with industrial activity, to the extent practicable, shall be deemed compliance with the provisions of this section.

**(6) Notification of spills.** Notwithstanding other requirements of law, as soon as any person responsible for a facility or operation, or responsible for emergency response for a facility or operation has information of any known or suspected release of materials which are resulting in, or may result in, illicit discharges or pollutants discharging into surface and storm water or ground water, the person shall take all necessary steps to ensure the discovery, containment, and cleanup of such release. In the event of such release of hazardous materials the person shall immediately notify emergency response agencies of the occurrence via emergency dispatch services. In the event of release of non-hazardous materials, the person shall notify the Township of LeSauk in person or by telephone or facsimile no later than the next business day. Notifications in person or by telephone shall be confirmed by written notice addressed and mailed to the Township of LeSauk within three (3) business days of the telephone notice. If the discharge of prohibited materials emanates from a commercial or industrial establishment, the owner or operator of such establishment shall also retain an on-site-written record of the discharge and the actions taken to prevent its recurrence. Such records shall be retained for at least three (3) years.

**(7) Emergency response activities.** Actions that must be undertaken immediately or within a time too short to allow full compliance with this ordinance in order to avoid an imminent threat to public health or safety shall be exempt from this section. Person undertaking emergency response activities shall take steps to ensure that the discharges resulting from such activities are minimized. In addition, this person shall evaluate BMP's and the site plan, where applicable, to restrict recurrence.

**Illicit Discharge Enforcement:**

**(1) Enforcement authority.** The Township of LeSauk shall have the authority to issue notices of violation and citations, and to impose the civil penalties provided in this section.

The Township of LeSauk shall initially rely on education and informational assistance as much as possible to gain compliance with this ordinance, unless the Township of LeSauk determines a violation is a result of a flagrant act that should be addressed through immediate penalties or poses a hazard to public health or welfare.

(2) Notification of violation. Whenever the Township of LeSauk finds that any permittee or any other person discharging stormwater has violated or is violating this ordinance or a permit or order issued hereunder, the Township of LeSauk may serve upon such person written notice of the violation. Within ten (10) days of this notice, an explanation of the violation and a plan for the satisfactory correction and prevention thereof, to include specific required actions, shall be submitted to the Township of LeSauk. Submission of this plan in no way relieves the discharger of liability for any violations occurring before or after receipt of the notice of violation.

(3) Hazards. Whenever the Township of LeSauk determines that any violation of this ordinance poses a hazard to public health, safety or welfare; endangers any property; or adversely affects the safety and operation of township right-of-way, utilities, and/or other property owned or maintained by the township, the person holding title to the subject property, and/or other person or agent in control of said property, upon receipt of notice in writing from the Township of LeSauk shall within the period specified therein address the cause of the hazardous situation in conformance with the requirements of this ordinance.

Notwithstanding any other provisions of this ordinance, whenever it appears to the Township of LeSauk that conditions covered by this ordinance exist requiring immediate action to protect the public health and/or safety, the Township of LeSauk is authorized to enter at all times in or upon any such property, public or private for the purpose of inspecting and investigating such emergency conditions. The Township of LeSauk may without prior notice order the immediate discontinuance of any activity leading to the emergency condition. Failure to comply with such order shall constitute a misdemeanor.

#### **Illicit Discharge Penalties:**

(1) Violations. The enforcement provisions for water quality are intended to encourage compliance with this ordinance. To achieve this, violators will be required to take corrective action and comply with the requirements of this ordinance, and may be required to pay a civil penalty for the redress of ecological, recreational, and economic values lost or damaged due to their unlawful action.

(2) Penalties. The provisions in this section are in addition to and not in lieu of any other penalty, sanction or right of action provided by law. Any person who, through an act of commission or omission, aids or abets in a violation shall be

considered to have committed the violation for the purposes of civil penalty. Any person in violation of this ordinance shall be subject to civil penalties assessed as follows:

- An amount reasonably determined by the Township of LeSauk to be equivalent to the economic benefit the violator derives from violation as measured by: the greater of the resulting increase in market value of the property or business value received by the violator, or savings of construction or retrofitting costs realized by the violator performing any act in violation of this ordinance; and
- An amount, not less than one hundred dollars (\$100.00) and not more than five thousand dollars (\$5,000.00) per day for each day of violation, that is reasonably based upon the nature and gravity of violation and the cost to the Township of enforcing this ordinance, and
- Payment of monetary penalty pursuant to this ordinance does not relieve the person of the duty to correct the violation.

(3) Multiple violators. In the event more than one person is determined to have violated the provisions of this ordinance, all applicable civil penalties may be imposed against each person, and recoverable damages, costs, and expenses may be allocated among the persons on any equitable basis. Factors that may be considered in determining an equitable allocation includes:

- Awareness of the violation;
- Ability to correct the violation;
- Ability to pay damages, costs and expenses;
- Cooperation with government agencies;
- Degree of impact or potential threat to water or sediment quality, human health, or the environment.

(4) Measuring civil penalties. Each violator is jointly and severally liable for a violation of this ordinance. The Township of LeSauk may take enforcement action, in whole or in part, against any violator. The decisions whether to take enforcement action, what type of action to take, and which person to take action against, are all entirely within the Township of LeSauk discretion. Factors to be used in taking such enforcement actions shall be:

- Awareness of the violation;
- Ability to correct the violation;
- Cooperation with government agencies;
- Degree of impact or potential threat to water or sediment quality, human health, or the environment.
- Whether the civil penalty imposed will be a substantial economic deterrent to the illegal activity;
- The economic benefit gained by the violator;
- Any unusual or extraordinary enforcement costs incurred by the Township;
- The amount of penalty established by ordinance or resolution for specific categories of violations; and
- Any equities of the situation, which outweigh the benefit of imposing any penalty or damage assessment.

- The person responded to Township attempts to contact the person and cooperated with efforts to correct the violation;
- The person showed due diligence and/or substantial progress in correcting the violation; or
- An unknown person was the primary cause of the violation.

(6) Recovery of damages and costs. In addition to the civil penalty in subsection number 4 above, the Township may recover all damages proximately caused by the violator to the Township, which may include any reasonable expenses incurred in investigating violation of and enforcing compliance with, this ordinance, or any other actual damages caused by the violation.


(7) Other remedies. The Township may bring legal action to enjoin the continuing violation of this ordinance, and the existence of any other remedy, at law or equity, shall be no defense to any such actions.

(8) Remedies cumulative. The remedies set forth in this section shall be cumulative, not exclusive and it shall not be a defense to any action, civil or criminal that one (1) or more of the remedies set forth herein has been sought or granted.

This Ordinance shall be effective upon passage and publication.

Approved this 15th day of December 2008.

TOWN OF LESAUK

By   
Town Chair

By   
Town Clerk

# **LeSauk Township Ordinance**

## **Erosion and Sediment Control Standards**

The purpose of this Ordinance is to prevent or reduce, to the most practicable extent, erosion and sedimentation and their associated effects and to provide for the protection of public waters as well as natural and artificial water storage and retention areas within the Township. An erosion and sediment control plan shall be submitted to and approved by the Township Board of Supervisors prior to construction of a new plat or a commercial or industrial facility, or when the Township determines an erosion and sediment control plan is necessary due to potential impacts of construction on the property or surrounding properties.

### **General Standards**

Proper erosion and sediment control practices shall be followed within the Township as described in this Section. All land disturbing activities, whether or not a permit is required, shall be subject to the following performance standards:

1. No landowner, operator, contractor or applicant shall cause or conduct any land disturbing activity which causes erosion or sedimentation, damages water or soil resources or creates off-site impacts.
2. All development shall conform to the natural limitations presented by the topography and soil types in order to minimize soil erosion and sedimentation.
3. Land disturbing activities shall only occur in increments of workable size such that adequate erosion and sediment controls can be provided throughout all phases of a development. The smallest practical area of land shall be exposed or otherwise disturbed at any one period of time.
4. Every applicant for a construction site permit, interim use permit, provisional use permit, alteration permit, conditional use permit or subdivision approval shall, at a minimum adhere to erosion control measure standards and specifications contained in the MPCA publication "*Protecting Water Quality in Urban Areas; or successor publication.*"

### **Specific Standards**

1. No land disturbing activity shall result in active gully erosion or create negative off-site impacts.
2. No land disturbing activity shall result in an increase in channel erosion in any watercourse, whether permanent or intermittent, at any time during or following development.
3. No land disturbing activity shall result in the creation of unstable slopes, which persist after the completion of the development.
4. Permanent or temporary soil stabilization shall be applied to disturbed areas (areas where vegetation has been removed or where cuts have been made), as soon as possible, but not to exceed fourteen (14) days after a substantial portion of rough grading has been conducted unless an extension is granted by the Township. Soil stabilization measures shall be selected to be appropriate for the time of year, site conditions and estimated duration of use.
5. An erosion and sediment control plan, when required by the Township shall include the following:



- a. Location map. An 11 X 17 map locating the site in relation to the surrounding area.
  - b. Indicate north. Show the direction of north in relation to the site.
  - c. Scale. Indicate scale in relation to the actual size of the site, usually in feet per inch.
  - d. Benchmark. Show the established elevation affixed to the permanent object, which can be used to check grade.
  - e. Plan preparer. Indicate the name and phone number of the individual or agency responsible for preparation of the plan.
  - f. Contact person. Give the name and phone number of the individual responsible for plan implementation.
  - g. Existing contours. Show existing two-foot contours of the site extending a least 200 feet beyond the property boundaries.
  - h. Final contours. Show all proposed changes to the existing contours due to land disturbance.
  - i. Existing vegetation. Indicate existing woods, tree lines, cultivated areas, grass/hay fields, CRP, wetlands and other vegetative types.
  - j. Disturbed area. Identify the disturbed acreage for each drainage area. Include roads and lot clearing.
  - k. Utilities. Show the locations of storm sewer, sanitary sewer, water supply, electrical and other utilities in the area of the proposed development.
  - l. Location of BMP. Indicate the location of erosion and sediment control practices proposed for the site.
  - m. Implementation schedule. Outline the proposed order of land clearing, road installation and other aspects of construction.
  - n. Critical erosion areas. Identify areas susceptible to erosion during and after construction. Critical erosion areas are areas, which are prone to accelerated erosion. Areas, which have slopes of 12% or greater, areas of long, continuous slopes or areas that contain erosive soils.
  - o. Limits of disturbed areas. Show the extent of the areas, which must be disturbed to accommodate the proposed construction.
  - p. Adjacent areas. Describe neighboring areas, which could be affected by land disturbance.
  - q. Temporary erosion control plan. Indicate how erosion on the site will be temporarily controlled until permanent erosion control can be implemented (seeding and mulching rates, sod installation, etc.)
6. Soil stockpiles shall be stabilized or protected with sediment trapping measures to prevent soil loss.
  7. A permanent vegetative cover shall be established on disturbed areas not otherwise permanently stabilized.
  8. Properties adjacent to the site of a land disturbance shall be protected from sediment deposition.
  9. Sediment basins and traps, perimeter dikes (for diversion), sediment barriers (silt fences) and other measures intended to trap sediment on site shall be constructed prior to or concurrent with any grading and shall be functional before upslope land disturbance takes place. Earthen structures such as dams, dikes and diversions shall be seeded and mulched within fourteen (14) days of installation.
  10. Storm water runoff from drainage areas with more than five (5) acres of disturbed area must pass through temporary sediment trapping basin or other suitable sediment trapping facility.

11. Cut and fill slopes shall be designed and constructed in a manner which will minimize erosion. Slopes, which will not be vegetated within one (1) year of construction, shall be provided with additional slope stabilizing measures until the problem is corrected. Slopes that are found to be eroding excessively shall immediately be provided with additional slope stabilizing measures until the problem is corrected.
12. Properties and waterways downstream from development sites shall be protected from erosion due to increases in the volume, velocity and peak flow rate of storm water runoff.
13. All on-site storm water conveyance channels shall be designed and constructed to withstand the expected velocity of flow from a 10-year frequency storm without eroding.
14. Rip-rap shall be placed at culvert outfalls in accordance with applicable MnDOT standard specifications.
15. All storm sewer inlets, which are made operable during construction, shall be protected so that sediment-laden water will not enter the conveyance system without first being filtered or otherwise treated to remove sediment.
16. Construction vehicles and other equipment shall be kept out of watercourses to the maximum extent possible.
17. Wherever construction vehicles access routes intersect paved public roads, provisions, such as rock construction entrances, shall be made to minimize the transport of sediment by runoff or vehicle tracking onto the paved surfaces.
18. All temporary erosion and sediment control measures shall be properly disposed of within thirty (30) days after final site stabilization is achieved or after the temporary measures are no longer needed, unless otherwise authorized by the Department.
19. All temporary and permanent erosion and sediment control practices shall be maintained and repaired as needed to assure continued performance of their intended functions.

This Ordinance shall be effective upon passage and publication.

Approved this 13th day of December 2005.

TOWN OF LESAUK

By [Signature]  
Town Chair

By [Signature]  
Town Clerk